

## § 410.503

- (1) Selects the recipient; and
- (2) Administers the funds from which the contribution, award, or payment is made.

### § 410.503 Records.

An agency shall maintain, in such form and manner as the agency head considers appropriate, the following records in connection with each contribution, awards, or payment made and accepted under authority of this section: The recipient's name; the organization's name; the amount and nature of the contribution, award, or payment and the purpose for which it is to be used; and a copy of the written authorization required by § 410.502(a).

## Subpart F—Evaluating Training

### § 410.601 Responsibility of the head of an agency.

Under provisions of chapter 41 of title 5, United States Code, and Executive Order 11348, the agency head shall evaluate training to determine how well it meets short and long-range program needs by occupations, organizations, or other appropriate groups. The agency head may conduct the evaluation in the manner and frequency he or she considers appropriate.

### § 410.602 Records.

An agency head shall retain records of these evaluations in such form and manner as he or she considers appropriate.

## Subpart G—Reporting

### § 410.701 Reporting.

(a) Each agency shall maintain records of training plans, expenditures, and activities in such form and manner as necessary to submit the recorded data to the Office of Personnel Management (OPM) through the OPM Governmentwide Electronic Data Collection System.

(b) Beginning December 31, 2006, each agency shall report the training data for its employees' training and development at such times and in such form as required for the OPM Governmentwide Electronic Data Collection System, which is explained in the *Guide to*

## 5 CFR Ch. I (1–1–08 Edition)

*Personnel Recordkeeping and the Guide to Human Resources Reporting.*

(c) Agencies may request an extension for the timeframe in which they will begin reporting the data under paragraph (b) of this section. OPM may grant an extension based on an approved agency plan to meet the reporting requirements. No extension will be granted for a timeframe beyond December 31, 2007.

(d) Each agency shall establish a Schedule of Records for information required to be maintained by this chapter in accordance with regulations promulgated by the National Archives and Records Administration (NARA).

[71 FR 28547, May 17, 2006]

## PART 412—EXECUTIVE, MANAGEMENT, AND SUPERVISORY DEVELOPMENT

### Subpart A—General Provisions

Sec.

412.101 Coverage.

412.102 Purpose.

412.103 Criteria for programs for the systematic training and development of executives, managers, supervisors, and candidates.

412.104 Formal candidate development programs for Senior Executive Service positions.

### Subpart B—Senior Executive Service Status and Nonstatus Candidate Development Programs

412.201 Purpose.

412.202 "Status" programs.

412.203 "Non-status" programs.

AUTHORITY: 5 U.S.C. 3397, 4101, *et seq.*

SOURCE: 61 FR 46533, Sept. 4, 1996, unless otherwise noted.

### Subpart A—General Provisions

#### § 412.101 Coverage.

This subpart applies to all incumbents of or candidates for supervisory, managerial, and executive positions in the General Schedule, the Senior Executive Service (SES), or equivalent pay systems who are also covered by part 410 of this chapter.